

Report Defaults User Guide

By
TOPS Software, LLC
Clearwater, Florida

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Disclaimer

This guide is provided by TOPS Software, LLC as a reference and help tool when using the TOPS 2000™ Report Defaults function. Illustrations used in this guide may display screens with modules, features, and or functions that may not be part of the basic system but available as add-ons or as plug-ins to an interface to third party products.

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It is also assumed that the user of this guide is familiar with basic windows functionality and navigation tools. Refer questions regarding the use of Windows Explorer to your system administrator.

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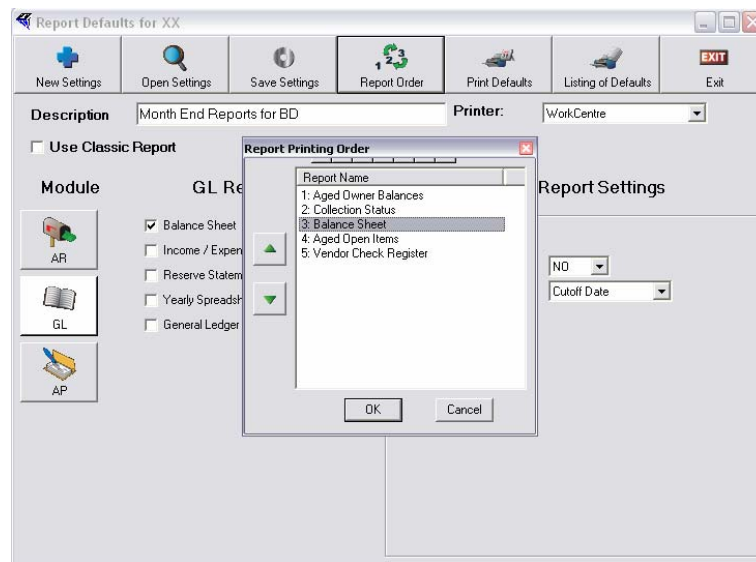
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INTRODUCTION

Report Defaults is designed to save time by allowing you to run key reports all at one time. For example by defining settings for the listed A/R, A/P, and G/L reports then saving them as a **Report Defaults** file, you can run month-end reports for the community's board from one screen, instead of having to access each module's reports feature.

Report Defaults allows you to select the type of report based on modules and options specific to each Community. You define report types and output options such as: layout, sort options, cut-off or period date, include details, send to printer, and more.

When printing **Report Defaults** reports, your reports are merged into a .PDF file for easy distribution. You may print to a printer, to a file, to the web, or attach the file to an email. Because of the reports merging capability there is a **Report Printing Order** feature that allows you to set the order in which the merged reports will print.



Incorporate **Report Defaults** with the Job Streaming add-on module and increase your productivity further. The **Report Defaults** file serves as a template for the types of reports and output options in the Job.

The Job Streaming **Billing/Reports** feature enables you to create a Job using a **Report Defaults** file that defines the reports you wish to run. Then select all communities or selected communities from your entire portfolio and schedule the job to run automatically. Imagine not having to go into each community to run your month-end reports.

Important: Job Streaming, a global function allows you to schedule auto-run jobs across multiple communities. Because the auto-run feature does not require user interaction and can be set to run jobs during off hours it will not deploy your email application, therefore only select those Report Defaults files that are predefined to print to file or printer but **NOT** to print to email from Job Streaming.

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USING REPORT DEFAULTS

Create a new **Report Defaults** file to print all the reports associated with a particular task at one time. For example, before starting collection actions you may want to compare the following reports to make sure your data is accurate: **Owner A/R Activity, Aged Delinquency, Delinquency Status** and **Prepaid Owners**.

EXISTING REPORT DEFAULTS

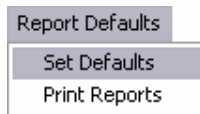
If you used the previous version of **Report Defaults** you are prompted to convert your old or existing **Report Defaults** file to the current version. The current version allows you to create many different **Report Defaults** files.

Start TOPS and select the community you wish to work in.

1. **Click Report Defaults** on the main menu bar.

Figure 1

Menu Bar -
Report Defaults



2. **Click the Set Defaults** menu option.
3. The following dialog box appears.

Figure 2



*If you **Click** the checkbox "Don't ask again for this community", once loaded your old settings file will be deleted. You must save the Settings as a new file.*

*If you **Click No**, the dialog box will appear and your old settings will remain an option each time you run Report Defaults.*

4. **Click Yes.**
5. Your old settings are loaded and the Old settings for [community id] appears in the **Description** field.

Figure 3
Old Setting
Description



6. Review and edit the settings as desired.
7. You may save the settings using the current Description or enter a new Description.
8. **Click** the **Save Settings** button.

ADD NEW REPORT DEFAULTS SETTINGS

You may create a **Report Defaults** file that will include reports from each of the available modules or create a **Report Defaults** file for each individual module. How you elect to group your reports is up to you.

Select the community in which to create the **Report Defaults**.

From the **TOPS 2000™** main menu:

1. **Click** **Report Defaults** on the main menu bar.

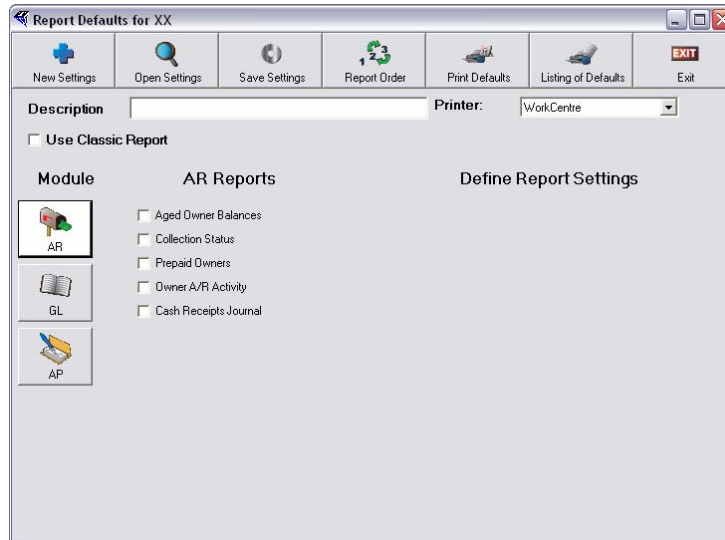
Figure 4
Menu Bar -
Report Defaults



2. **Click** the **Set Defaults** menu option.
3. The **Report Defaults** window appears.

Figure 5

Menu Bar -
Report Defaults



4. **Click** the **New Settings** button.
5. **Enter** a description / name for this **Report Defaults** file.
6. **Click** the down arrow to reveal the **Printer** options. You may set the report defaults to print to a printer, print to file, print to web, or print to email.
7. **Select** the default printer for printing the reports in this **Report Defaults** file.

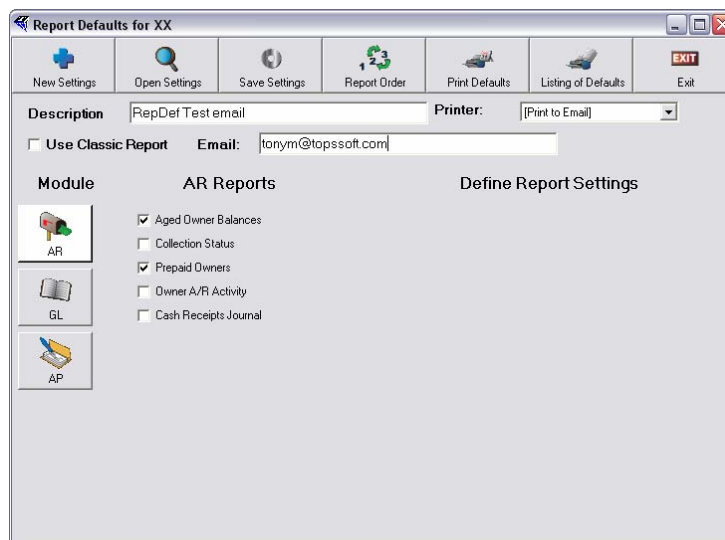
In Standard Mode you have the print to email option. If you select it, an email field will become visible. If the reports in this Report Defaults file will be sent to the same individual each time then enter that email address here, to be saved with the settings.

To distribute reports to multiple recipients via email see the “**Print Reports**” section in this user guide.

Figure 6

Menu Bar -
Report Defaults

Standard Mode:
Print to Email



Keep report layouts in mind when selecting the default printer to be sure your report output prints OK.

8. **Click** a **Module** button to reveal the available report options.

Module	Reports
A/R	Aged Delinquency Delinquency Status Prepaid Owners Owner A/R Activity Cash Receipts Journal
GL	Balance Sheet Income / Expense Statement Reserve Statement Yearly Spreadsheet General Ledger
A/P	Aged Open Items Check Register A/P Distribution to GL Vendor Check Register

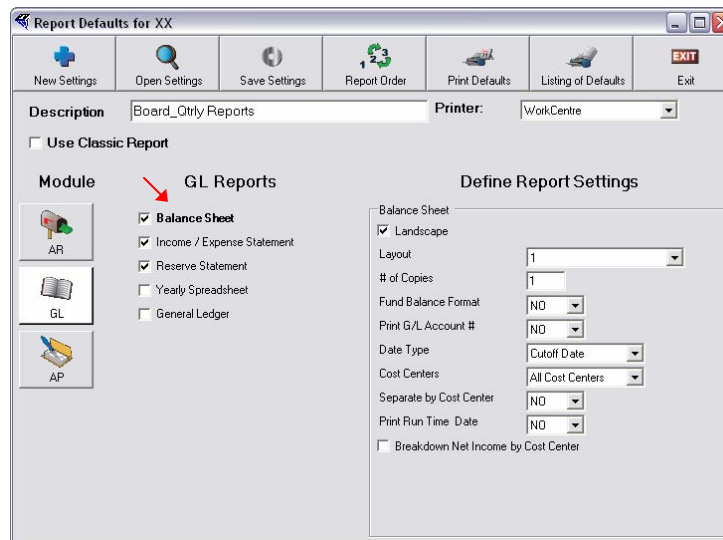
9. **Click** the (text) of the **Report Name**, (it will become bold text) to reveal report setting options.
10. The **Define Report Settings** group box appears.

Report Settings are determined by the Module and Report selected. You will define Report Settings for each report you wish to include in the Report Defaults file.

Figure 7

Report Defaults – New Settings

Balance Sheet has been selected from the reports list



11. **Click** the Landscape checkbox if you want the selected report orientation to print Landscape instead of Portrait.
12. **Click** the Layout drop down arrow and select a layout for this report.

“Layouts” is specific to G/L Reports and only appears when a G/L Report is selected.

13. **Enter** the number of **Copies** of this report you want to print.
14. If you wish to use the **Fund Balance Format**, **Click** the drop down arrow to **Select YES**.
15. To print **G/L Account** numbers on the reports, **Click** the drop down arrow and **Select YES**.
16. **Select** the **Date Type** you wish to use for this report. The two options are:
Cutoff Date – You enter start and end dates.
End of Current Period – The system defaults to the last day of the current accounting period in TOPS.
17. **Click** the **Cost Center** down arrow to select a specific cost center to be included in this report.
18. **Enter** the **Cost Center** code to be included in the report.
19. **Select Yes** if you wish to have the **Run Time** and **Date** printed on the report.
20. If applicable, **Click** the check box to **Breakdown Net Income by Cost Center**.
21. **Click** the checkbox to the left of the selected report name to include this report in this **Report Defaults** file.
22. **Repeat Steps 8** through **12** for each report desired.
23. Proceed to the **Report Order** section.

Report Order

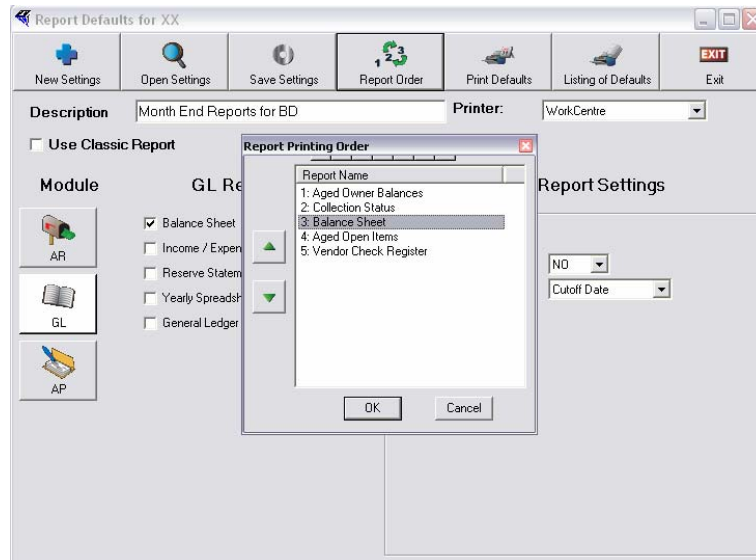
Report Defaults enables you to select the order in which your saved reports settings file will print the reports. To set the order:

While still in the **Report Defaults** window:

1. **Click** the **Report Order** button.
2. The Report Printing Order window appears.

Figure 8

Report Order



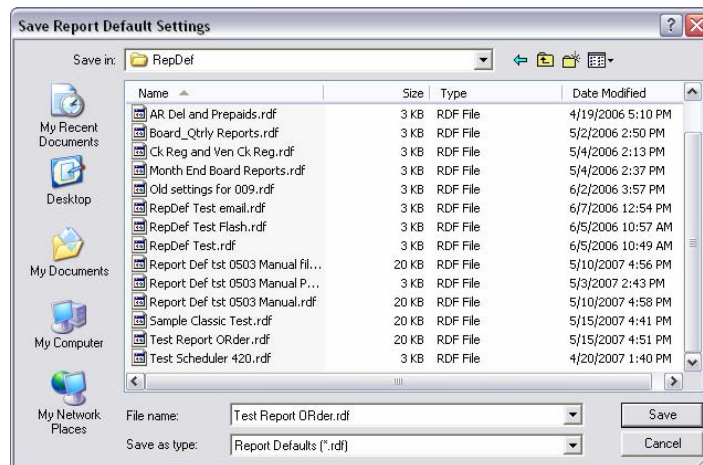
3. **Click** to select the report name you wish move.
4. **Click** the **Up** or **Down** arrow located to the left of the list to move the report to the desired position.
5. **Click OK** to save the **Report Printing Order**.
6. You are returned to the Report Defaults window.

Once you have selected all the reports and defined settings for each report the next step is to save your settings. **Report Defaults** files are saved in the **RepDef** folder located in TOPS Root Directory, Master folder.

7. **Click** the **Save Settings** button.
8. The **Save Report Defaults Setting** window appears.
9. **RepDef** is the default “**Save in:**” folder.
10. The **File name:** defaults to the user defined **Report Defaults** Description. **Enter** a new name if you desire.
11. **Click Save.**

Figure 9

Save Report
Default Settings



REPORT DEFAULTS – VIEW/EDIT SETTINGS

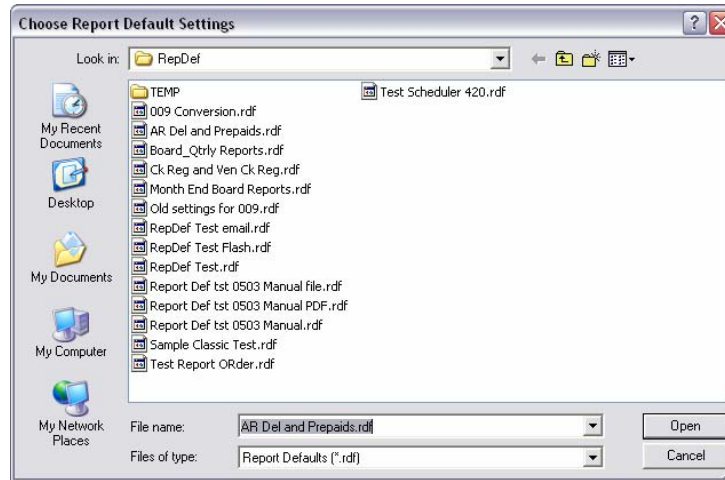
You may wish to edit a report defaults file or review your settings. **Select** the community in which to work.

To open a **Report Defaults** file, from the **TOPS 2000™** main menu:

1. **Click Report Defaults** on the menu bar.
2. **Click Set Defaults.**
3. The **Report Defaults** window appears.
4. **Click** the **Open Settings** button on the toolbar.
5. The **Choose Report Defaults Settings** window appears.

Figure 10

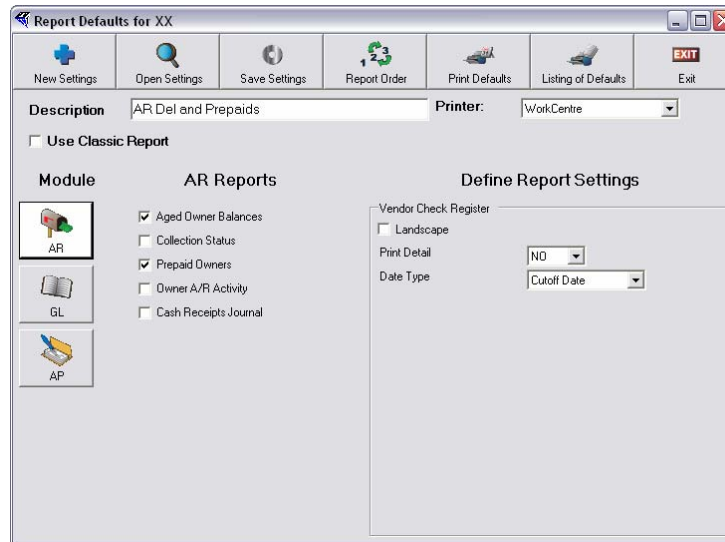
Choose Report Defaults Settings files.



6. **Select** the desired file name from the list and **Click** the Open button.
7. You are returned to the **Report Defaults** window.
8. **Click** a **Module** button to view selected reports then **Click** the individual reports names to reveal settings.

Figure 11

Edit Report Defaults settings



9. Edit the settings simply by selecting new settings.
10. **Click** the **Report Order** button to edit the report printing order.
11. **Click Save Settings** when you are finished.

Report Defaults Listing

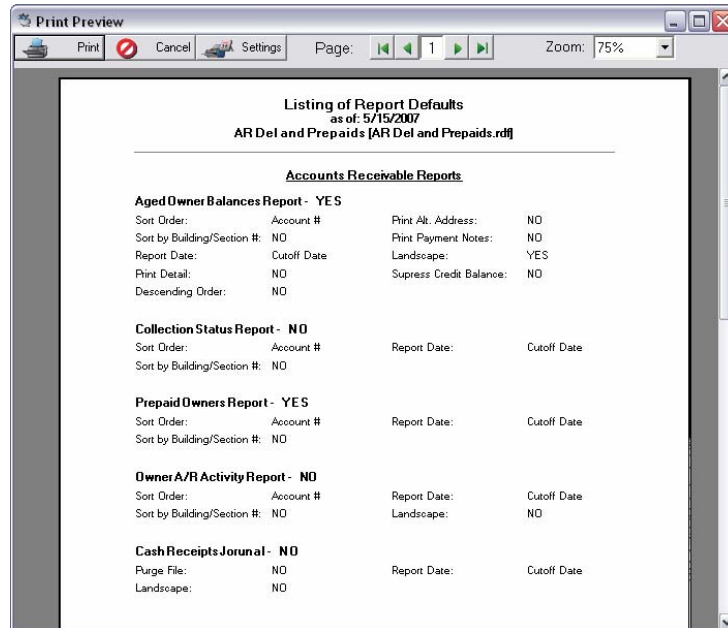
You may print a list of all the report default settings by report within a **Report Defaults** file.

From the **Report Defaults** window:

1. **Click Open Settings**.
2. The **Choose Report Defaults Settings** window appears.

3. **Select** the desired **Report Defaults** file, **Click Open**.
4. **Report Defaults** information displays.
5. **Select** a printer if you wish to print to a printer other than the default printer.
6. **Click** the **Listing of Defaults** button.
7. A dialog box appears briefly displaying the number of pages sent to the printer.
8. The **Print Preview** window appears.

Figure 12



9. **Click Print** or **Click** the Settings button to select new printer settings.
10. Print dialog box appears, you are returned to the **Report Defaults** main window.
11. **Click** the **Exit** button to return to the **TOPS 2000™** main menu.

PRINTING AND EMAILING REPORTS

As with many **TOPS 2000™** features there is more than one way to access a process or function. You may print the reports that make up a **Report Defaults** file from within the Report Settings function by clicking the Print Defaults button on the toolbar, or from the Main menu.

In the Standard Mode, reports are automatically converted to .PDF format for easy distribution. You do have the option to continue using the old Classic Mode for your reports output. However, the Classic Mode does not use the .PDF format.

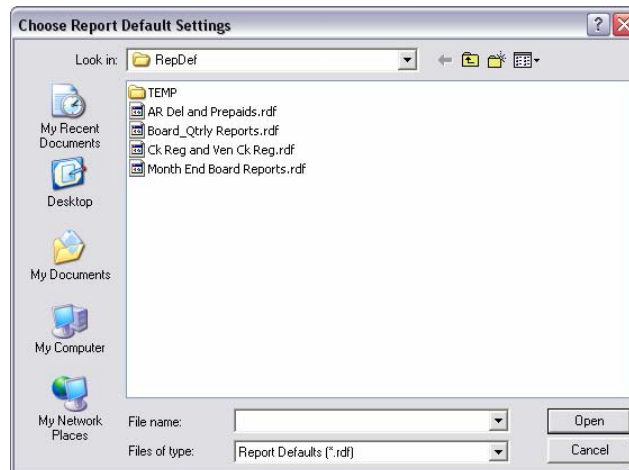
PRINTING REPORTS IN STANDARD MODE

To **Print Defaults** from the Main menu:

1. **Click Report Defaults** on the Menu bar.
2. **Select Print Defaults** from the drop down menu options.
3. The **Choose Report Defaults Settings** window appears.
4. **Click the Report Defaults** file you wish to print.
5. **Click Open.**

Figure 13

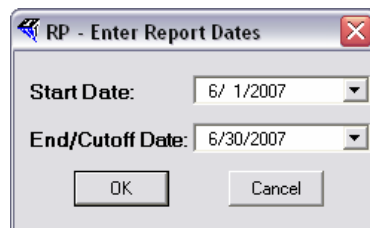
Menu Bar -
Report Defaults



6. The **Enter Report Dates** dialog box appears.

Figure 14

Enter Report
Dates



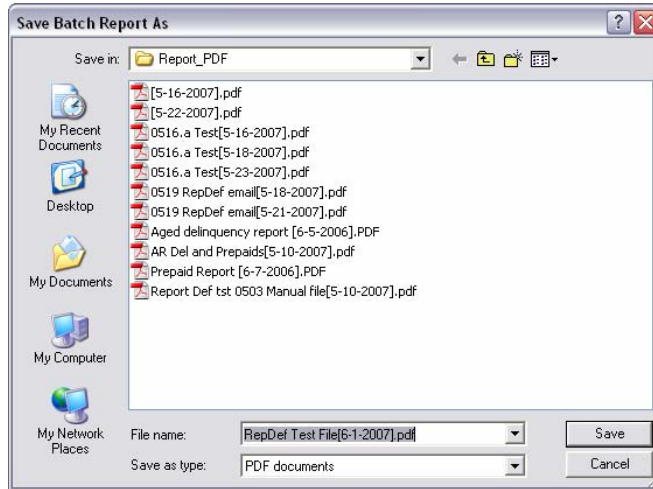
7. **Enter the Start Date** for the reports.
8. **Enter an End Date or Cutoff date.**

9. **Click OK.**

The **Save Batch Report As** window appears.

Figure 15

Save Batch Report As



10. **Enter** a new name or use the default file name for your Report Defaults print batch.

11. **Click Save.**

Note: the system will generate a .PDF file and display the .PDF document on the screen, (unless you are running Report Defaults from Job Streaming or from the TOPS Main menu, then the file is simply generated and stored).

12. A dialog box appears briefly indicating the report is being printed, this will occur for each report in the **Report Defaults** file.

13. Once generated, the reports output will print to the printer that was defined in the **Default Settings**.

Figure 16

Example of PDF report output

ACCOUNT #	UNIT #	NAME/ADDRESS	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
100	100	Ray & Nancy Simon	0.00	140.00	90.00	318.00	548.00
300	300	Jeff Stevens	0.00	140.00	90.00	298.00	528.00
400	400	JERRY CHYG	0.00	140.00	90.00	308.00	732.00
600	600	Bill Simons	0.00	90.00	90.00	360.00	420.00
600	600	Warren Carter	0.00	90.00	90.00	180.00	374.00
700	700	George Simons	0.00	140.00	90.00	428.00	598.00
800	800	Jerry & Jane Bove	0.00	140.00	90.00	328.00	458.00
810	810	Mary Jones	0.00	140.00	90.00	448.00	678.00
820	820	Gil & Gail Down	0.00	140.00	90.00	388.00	618.00
820	820	Sam Stone	0.00	90.00	0.00	0.00	90.00
840	840	Jerry Katz	0.00	90.00	0.00	0.00	90.00
850	850	Misty Mudge	0.00	140.00	90.00	528.00	808.00
860	860	WERO SCOTT	0.00	140.00	90.00	298.00	528.00
900	900	Gene Johnson	0.00	140.00	90.00	491.00	721.00
900	900	Nancy Garner	0.00	140.00	90.00	391.00	621.00
960	960	John & Carol Dunham	0.00	140.00	90.00	308.00	598.00
10001	10001	Don & Betty Jones	0.00	110.00	60.00	418.00	588.00
10002	10002	John & Julie Smith	0.00	110.00	0.00	208.00	318.00
10008	10008	Rick & Mary Day	0.00	110.00	60.00	381.00	551.00
10009	10009	Bob & Ruth Davis	0.00	80.00	0.00	0.00	80.00
10009	10009	John & Mary Clark	0.00	110.00	60.00	362.00	532.00
10010	10010	Bill & Sarah Barnes	0.00	110.00	60.00	278.00	448.00

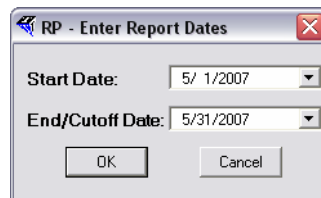
EMAIL REPORTS USING STANDARD MODE

You can send reports directly to e-mail for distribution. Reports set to print to email in Standard Mode are automatically converted to .PDF format. A single .PDF file is created that contains all the reports in the selected **Report Defaults** file and attaches to an email using your default email application.

From the **TOPS 2000™** main menu:

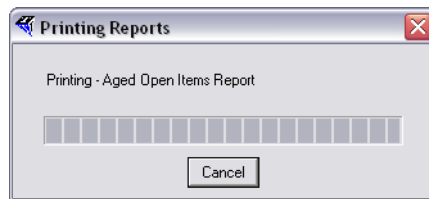
1. **Click Report Defaults.**
2. **Select Print Reports** from the drop down menu.
3. The **Choose Report Defaults Settings** window appears.
4. **Select the Report Defaults** you wish to print.
Note: The email option is pre-defined in the Report Defaults Settings.
5. **Click Open.**
6. The following dialog box appears.
7. **Select End Date or Cutoff Date.**

Figure 17



8. **Click OK.**
9. The **Printing Reports** progress dialog box appears.

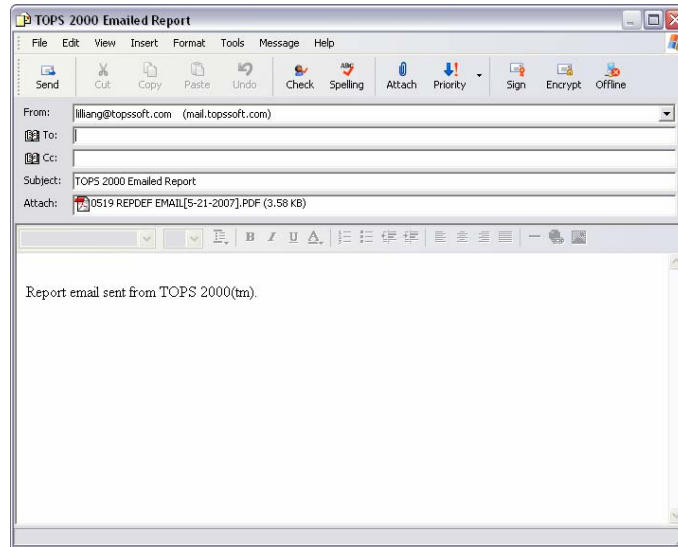
Figure 18



10. Once reports are finished printing your default email application will open.

Important: *If you use a proprietary or web-based email application such as Yahoo or MSN, or you have recently installed Firefox, your default email settings may require that you first log into your email account before your email application will open.*

Figure 19



11. **Select** the email recipients from your email address book.

If you selected a reports file that contains a single recipient email added during the initial settings selection and was saved in the original Report Defaults setting, that report will generate, and the email will automatically be sent to that recipient without any additional action from you (unless you are using a proprietary or web-based email application which requires you to log on).

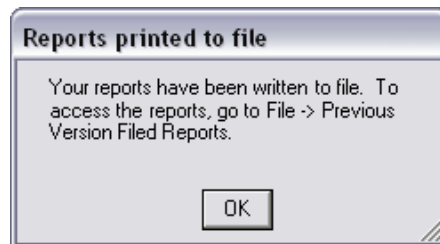
12. **Click Send** to proceed or **Click** the red X to cancel the **Send** command and close the email application.

PRINTING REPORTS IN CLASSIC MODE

Reports Printed to File In Classic Mode

Reports set to print to file when run, will display the following dialog box.

Figure 20



Click OK to proceed.

Retrieving Reports Printed to File in Classic Mode

From the **TOPS 2000™** main menu:

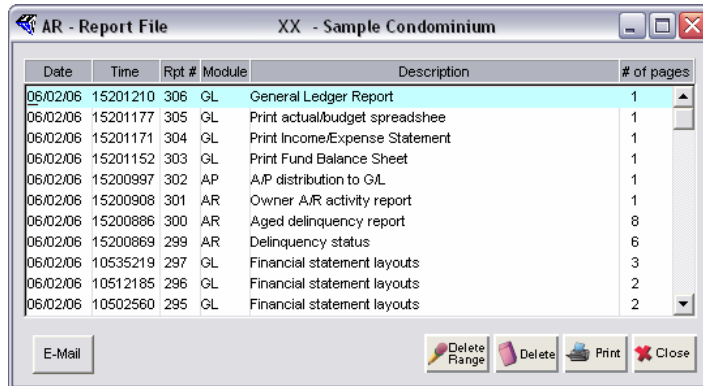
1. **Click File** on the menu bar.
2. **Select Previous Version Filed Reports** from the drop down menu.

Figure 21



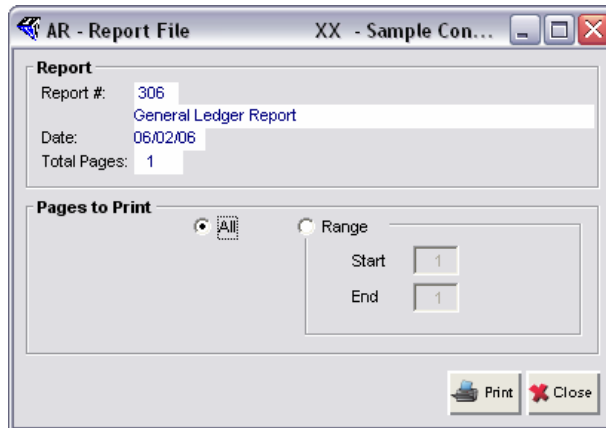
3. The **Report File** appears.

Figure 22



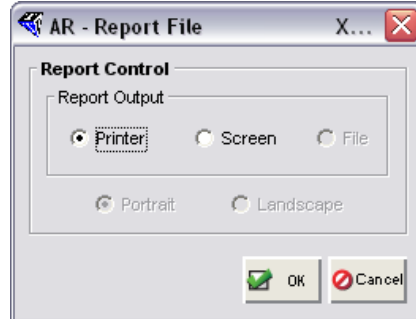
4. **Click** the report to select then **Click Print**.
5. The Report File dialog box appears displaying the report details.

Figure 23



6. The default setting for **Pages to Print** is **All**, if you wish to print a range of pages; **Click** the **Range** radio button and specify the **Start** page and **End** page.
7. **Click Print**, to proceed.
8. The **Report File Report Control** dialog box appears.
9. Click radio button for desired Report Output.

Figure 24



10. **Click Print**.

EMAIL REPORTS USING CLASSIC MODE

When defining **Report Defaults** using the **Classic Mode**, the print to email option is not available on the **Printer** drop down list. In **Classic Mode** you must first print your reports to file. If you open **Report Defaults** and click the Print Reports button on the toolbar you will see the following dialog box:

Figure 25

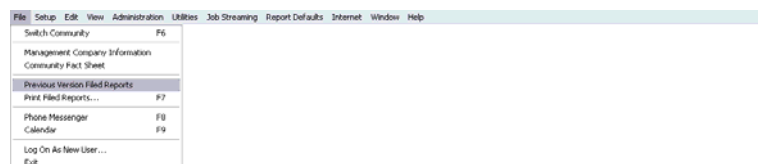


Click OK to close the dialog box.

To print reports to email in **Classic Mode**:

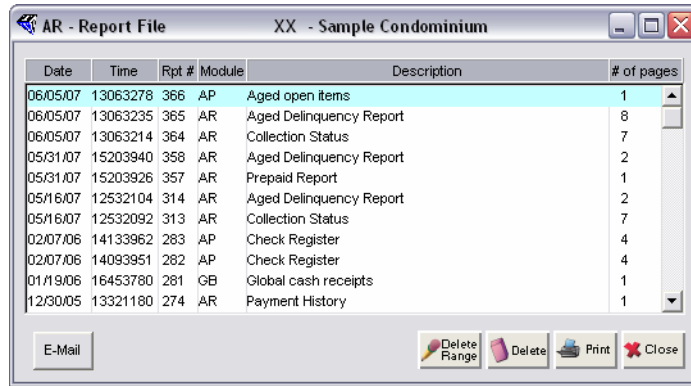
1. **Click File** on the **TOPS** main menu bar.
2. **Select Previous Version Filed Reports** from the drop down menu.

Figure 26



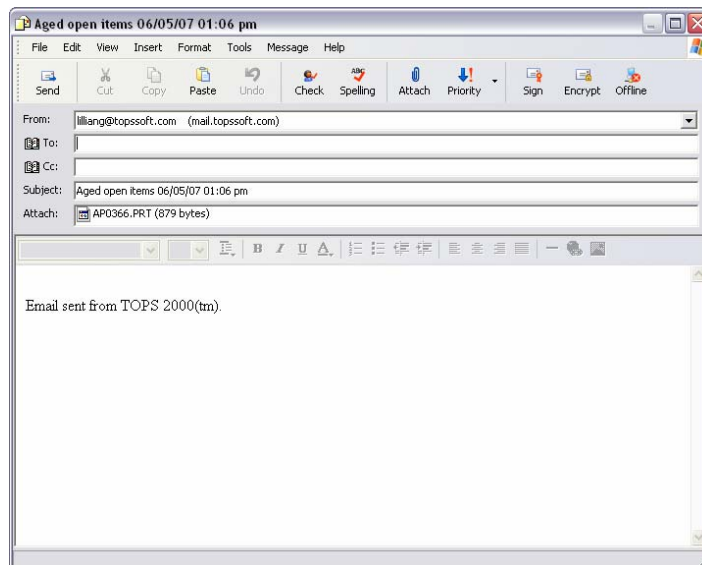
3. The **Report File** window appears.

Figure 27



4. **Click** to select the report you wish to send via email.
5. **Click** the **E-Mail** button.
6. Your default email application will open.
(Remember if you are using a web-based email application you have to log on before the email application will open.)
7. The selected report will appear as an attachment in the email header.

Figure 28



8. Address the email using your email address book.

Note: In order for the recipient to view the attached report they must have TOPS installed on their computer. The report file must be saved to their computer then opened and printed using TOPS Report Defaults.